

Retention and Classification Report

Agency: St. George (Utah). Department of Leisure Services (2826)

, UT

Records Officer Christina Fernandez

20080	Golf course financial records
18031	Parks and recreation reservation records

AGENCY: St. George (Utah). Department of Leisure Services

SERIES: 20080

3

TITLE: Golf course financial records

DATES: 1964-

ARRANGEMENT: Alphabetical by golf course name, thereunder chronological by budget year

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These records document the ongoing budgeting for the four city golf courses. They are used to track revenues and expenditures. They include receipts, bank statements, budget reports, accounts payable, accounts receivable, and purchase orders.

RETENTION:

Retain 5 years after close of budget year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after close of each budget year and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative and financial needs expressed by the city.

AGENCY: St. George (Utah). Department of Leisure Services

SERIES: 20080

TITLE: Golf course financial records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: St. George (Utah). Department of Leisure Services

SERIES: 18031

3

TITLE: Parks and recreation reservation records

DATES: 1988-

ARRANGEMENT: Numerical

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain the actual request forms submitted by the general public. They are used as a record to schedule park facilities and/or sports facilities (e.g., baseball, softball, football, soccer). The files include date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 19, Item 6.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

AGENCY: St. George (Utah). Department of Leisure Services

SERIES: 18031

TITLE: Parks and recreation reservation records

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2008)